



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUMAN RESOURCE ADMINR INSTITUTIONAL

Job Number: 20001724

Job Code: 93080V000101

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides liaison services between institutional management and the agency personnel office for a mental health or correctional facility; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have one year of professional experience in business administration, management or personnel.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Administrative experience or experience in the preparation, review and/or processing of personnel documents will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, assigns, supervises and reviews the work of employees in the preparation and submission of personnel and position actions requests for the facility to the agency and central office. Supervises payroll preparation. Maintains personnel records for the institution. Provides technical assistance to all levels of institutional management in areas such as: classification, compensation, recruiting, benefits, disciplinary actions, layoffs and grievance procedures in accordance with the Personnel Laws and Rules. Consults with agency central personnel and payroll offices to obtain and relay information on personnel and payroll matters. Advises and communicates with applicants concerning employment procedures. Arranges interviews for applicants. Reviews and evaluates requests for personnel and position actions and makes recommendations concerning such actions. Facilitates transfers, promotions and other personnel actions. Interprets, enforces and assists in developing personnel policies and procedures for the organization. Coordinates training activities. Performs employee counseling. Conducts exit interviews. Conducts orientation sessions for new employees. Supervises the preparation and submission of workers' compensation reports. Prepares reports such as budget projections of personnel expenditures, turnover, recruitment and EEO activities. Develops staffing patterns. Conducts disciplinary hearings. Supervises the grievance procedure. Advises employees, supervisors and administrators on the status of specific grievances.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.